



King County

Benefits, Payroll and
Retirement Operations

LOCAL 17 WELLNESS INCENTIVE REQUEST FORM

Section 12. Wellness Incentive. Employees who, during a calendar year, have used no more than three work days (up to 24 hours) of sick leave may convert one work day (up to eight hours) of unused, accrued sick leave to a personal vacation day. This benefit shall be pro-rated for part-time employees. Employees must request such conversion no later than January 31 of the following year.

Section 1—to be completed by employee and supervisor

Employee name

Employee ID

Year

Number of hours to convert (maximum of 8 hours)

I, _____ [employee signature], on this date _____
(mm/dd/yyyy), request to have 8 hours of my sick leave converted to my vacation balance as allowed by
the Local 17 wellness incentive contract provision.

Approval signature by employee's supervisor

Printed name	Signature
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Section 2—to be completed by Payroll Operations

Sick leave hours used by employee within previous year: _____
(must be less than 24 hours to be eligible for the wellness incentive adjustment)

Payroll adjustment data

Vacation hours adjusted-hours amount (maximum of 8 hours)

Pay period of adjustment

Name and signature of Payroll Operations staff making adjustment

Printed name	Signature
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Return this completed form to Payroll Operations at CNK-ES-0230.